



## IDENTIFICATION

| Department      | Position Title             |                          |
|-----------------|----------------------------|--------------------------|
| Finance         | Internal Audit Coordinator |                          |
| Position Number | Community                  | Division/Region          |
| 15-14520        | Yellowknife                | Internal Audit Bureau/HQ |

## PURPOSE OF THE POSITION

The Internal Audit Coordinator is responsible for supporting Internal Audit Bureau (IAB) management with organizing and coordinating the internal audit systems and processes for the efficient operation of the IAB in conformance with the Government of the Northwest Territories (GNWT) Financial Administration Manual and professional internal auditing standards.

## SCOPE

Located in Yellowknife and reporting to the Director, Internal Audit. The coordinator plays a crucial role in ensuring the effective functioning of the IAB by supporting the internal auditors with project management, administration, and reporting activities. This position will also conduct internal auditing guided by the Institute of Internal Auditors (IIA) professional standards by compiling, analyzing, and synthesizing the information that supports the independent evidence-based assessment of the governance framework, information integrity and compliance to help GNWT senior management make informed decisions.

Primary responsibilities include supporting the IAB management in coordinating the annual planning activities and providing administrative support to gather and organize project information, manage communication (internally with the IAB and externally with the GNWT), maintain and update the administrative procedures and internal auditing manuals and maintain the audit and administration files for the delivery of assurance, advisory and investigative services in accordance with professional standards.

The position will work under the guidance of experienced internal auditors on a specific program or the business process of one or more departments covering Administration, Finance, Human Resources, Procurement or Technology. The work completed by the coordinator is submitted for peer review as part of the internal auditing process and becomes part of the audit reports issued to GNWT senior management. This position will support IAB Data Management



by collecting and analyzing data for the audit process, ensuring data accuracy and relevance while maintaining confidentiality and data security.

## **RESPONSIBILITIES**

### **1. The Internal Audit Coordinator will support the annual audit planning activities.**

- Collaborate with the Director and Internal Audit Manager to develop audit plans, including objectives, scope, and schedules. Ensure all necessary resources and information are available for the audit.
- Maintain and update the annual audit schedule, tracking progress against deadlines.
- Schedule and prepare agendas for meetings with the Internal Audit Committee and other committees and working groups that IAB staff are engaged with.
- Liaise with GNWT departments to facilitate the collection of required audit documentation.
- Research and gather information to develop and maintain the current GNWT Audit Universe for use in annual audit planning activities.

### **2. The Internal Audit Coordinator will support the IAB's internal audit service delivery and coordination of resources.**

- Assist in assembling audit teams, ensuring they have the required resources, and coordinating team meetings.
- Provide administrative support to auditors as needed.
- Coordinate and organize committee and working group meetings, including preparation of meeting minutes.
- Collect and organize quantitative and qualitative information to support service delivery statistics and activity reports.
- Assist in identifying potential risks and areas of concern within the organization that require special attention during the audit.
- Manage and maintain key Internal Audit tools and information repositories, such as the Digital Integrated Information Management System (DIIMS) and TeamMate + audit management system.
- Coordinate internal audit service requests by collecting relevant documentation, ensuring timely submission, and communicating with GNWT department staff and other stakeholders.
- Assist IAB Management with monitoring the implementation of audit recommendations and action plans. Track progress and report on the status of corrective actions and prepare reports for review.
- Suggest and implement process improvements in the audit coordination function to enhance efficiency and effectiveness and work with IAB management to ensure the



internal auditing manual is current and aligned with IIA standards and integrated with the audit management software processes.

**3. The Internal Audit Coordinator is responsible for work assigned on scheduled and unscheduled projects such as:**

- Understanding the project scope and objectives during the planning phase. Work with the supervisor to collect information to identify significant risks of the audit activity and determine areas of audit emphasis in developing the audit plan and programs.
- Work with a range of client departments and is expected to become familiar with the operating environment in each area quickly.
- Help evaluate the system of internal controls established by management over a function/process to support achieving the organization/program objectives by efficiently and effectively identifying the essential internal control and inherent risks.
- Help examine general management controls within an information technology infrastructure to determine if the systems safeguard assets, maintain data integrity, and operate effectively to achieve the organization's objective.
- Audit compliance per the *Financial Administration Act*, Financial Administration Manual, *Public Service Act*, Collective Agreements, Human Resources Manual policies and procedures, and other relevant legislation, regulations, policies, plans, procedures, contracts, etc.
- Be persistent and consistent in pursuing relevant, reliable, accurate, complete, and timely audit information.

**4. The specific audit tasks will vary depending on the nature and complexity of each assigned project and will generally cover the following areas:**

- Liaise with respective subject matter experts (payroll, benefits, data management, etc.) to obtain raw data. Prepare the data for testing by identifying and fixing data field conditions to have a complete and accurate database. Also, perform reasonability checks to confirm that all data were prepared accurately.
- Test internal controls in a timely manner, documenting the condition, criteria, evidence, and underlying cause for the condition in standardized working papers that are clear and understandable for review and approval by the supervisor.
- Gathering audit evidence by researching and analyzing criteria, records, and financial information and using data analytic software to test key internal controls.
- Participate in in-house meetings with other internal auditors to listen and provide feedback on audit findings and attend client meetings to review audit findings and proposed management action plans.

**5. Communication Support Services**

- Serve as a point of contact between the audit team and various departments. Schedule and coordinate meetings, distribute audit reports, and follow up on action plans.



- Support staff in developing key engagement deliverables by formatting and/or proofreading a variety of engagement materials such as presentations, graphs, tables, reports, briefing notes, and spreadsheets.
- Collaborate with auditors to prepare audit reports and findings. Review and ensure that reports are clear, accurate, and well-documented.
- Suggest and implement process improvements in the IAB Administration Manual to enhance the efficiency and effectiveness of the administration, and project management by working with IAB management. This work will help to ensure the written communication material adheres to professional quality standards and is aligned with the GNWT communication protocols and channels.

**6. Provide records management and maintenance of the IAB files, ensuring recorded information is managed in accordance with all relevant GNWT policies, procedures, standards, and guidelines.**

- Maintain appropriate storage and retrieval of records in accordance with the Department's records management system(s): Administrative Records Classification System / Operational Records Classification System in GNWT's electronic (DIIMS) and physical file management systems.
- Ensure TeamMate+ project object information is appropriately downloaded and included in DIIMS and physical permanent files when the project is complete.
- Coordinate records management processes, including access control to records/filing rooms to ensure records are safe and appropriately accessed, with the necessary approval or information requests.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands

**Environmental Conditions**

No unusual demands

**Sensory Demands**

No unusual demands

**Mental Demands**

Duty travel up to five times a year, for a period of 5 to 10 consecutive calendar days per trip, may be disruptive to lifestyle. Duty travel for special projects may come with short notice.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office administration practices and procedures.
- Knowledge of internal auditing principles and processes.
- Knowledge of computerized accounting and human resource information systems.
- Knowledge of relevant regulations and compliance standards.
- Verbal and written communication skills.
- Proficiency in using audit and analytics software and Microsoft Office applications.
- Interpersonal and public relations skills and the ability to act with tact and diplomacy.
- Organizational, time management and priority-setting skills, with high accuracy and attention to detail.
- Ability to exercise initiative and judgment, work independently without direct supervision, and work cooperatively in team situations.
- Ability to research a wide range of topics and problem-solve.
- Willing to continue ongoing learning.
- Knowledge of audit coordination or a related role.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

Bachelor's degree in business, finance, or a related field.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

Be eligible for membership in The Institute of Internal Auditing and completion of its Internal Audit Practitioner program.

### **Position Security (check one)**

- No criminal records check is required.
- Position of Trust – criminal records check required.
- Highly sensitive position – requires verification of identity and a criminal records check.

### **French language (check one if applicable)**

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:



- Basic (B)  Intermediate (I)  Advanced (A)   
 French preferred

**Indigenous language:** Select language

- Required  
 Preferred